

**DODGE COUNTY**  
**JUDICIAL AND PUBLIC PROTECTION COMMITTEE MEETING**  
**October 2, 2020 DRAFT**

**Call to order:** Meeting was called to order by Chair Thomas Nickel at 8:00 a.m.; a quorum was established with the following members present:

Thomas Nickel, Larry Schraufnagel (*appeared by phone*), Del Yaroch, and Ed Benter.  
(*David Guckenberger was excused*)

**Also Present:** James Mielke-County Administrator; Brian Pfitzinger-Circuit Court Judge; Kristine Snow-Circuit Court Judge; Lynn Hron-Clerk of Courts; Kurt Klomberg-District Attorney; Bob Barrington-District Attorney Managing Attorney; Terra Mattheis-Director of Child Support Agency; Dale Schmidt-Dodge County Sheriff; Scott Mittelstadt-Patrick Schoebel-Medical Examiner; Gina Steinke-Br. 2 Judicial Assistant.

**Approval of Minutes:** Motion by Del Yaroch to approve Minutes of August 7, 2020 meeting; second by Ed Benter. Motion carried.

**Chairman's report:** Tom Nickel reminded everyone that if anything needs addressed to please have it added to the Agenda.

**Department Reports:**

**District Attorney:** Kurt Klomberg stated ADA Jim Sempf's last day was Friday, September 25. He took a position in Walworth County DA Office. Attorney Sempf's position has been filled and her name is Jin Ho Pack and she will begin working on October 26<sup>th</sup>. She was currently a Judge in Colorado. They had 3 very qualified applicants for the position. They are still working on filling the paralegal position. One employee is currently home on quarantine.

**Courts:** Brian Pfitzinger reports the Court have been open completely for 4 months and going well. One employee from Court security was under quarantine. Just had the third Jury Trial this week (since re-opening the Courts on June 1) and Judge Pfitzinger polled the jurors after the trial and received no negative comments at all.

Re: Parental Education program, in the last several months due to Covid-19, participants have been allowed to utilize an online program based out of Texas. The program is ok but not specific to Wisconsin so discussions began re: the possibility of creating our own online program and the cost is estimated to be about \$1,188. The hope is that once the program is up and running it can be marketed to other counties. Question by Larry Schraufnagel – we'd be writing our own program? Brian responded that the content would be ours, IT Dept is helping and they would take our content and create an online program. Question by Jim Mielke – re: the Courts opening, is there potential of a new State order to close? Brian responded that we had to have our re-opening plan approved by the State Courts and ours actually went to the Supreme Court also. In answer to Jim Mielke's question, yes, it could happen. Kristine Snow commented that the Supreme Court came out with a new Order yesterday late saying they will leave it up to each county. Comment by Jim Mielke – credit to the Dodge County Courts and our plan that has gone so smoothly.

**Sheriff's Office:** Dale Schmidt stated he believes there is a misconception about the service vehicles used by the administrative staff. Dale states he alone averages about 200 calls for service each year. These vehicles are not just taxis to get administrative staff home. They really need 10 new squad cars next year, they are a priority and that is why other job positions will remain unfilled. Question by Tom Nickel – is administrative staff on call at all times for emergencies? Dale responded yes and cited the recent shooting in Mayville as an example of how important it is to be able to respond quickly.

Anticipate a Resolution to eliminate 2 Transport Officers (Sworn Officers), 8 Correctional Officers and 1 Jail Program Specialist will come before the JPPC in November or December before it goes to the County Board. Jim Mielke clarified that this will not affect the budget. Question by Tom Nickel – if the paperwork is done in time can the Resolution just be signed by him? Yes per Jim Mielke.

Comment by Del Yaroach commending the Sheriff on the article in the newspaper today.

**Future Agenda Items:** Chair Nickel again stated that if a department has anything new to discuss they are to get it added to the Agenda.

**Next Meeting:** Friday, November 6, 2020 at 8:00 a.m. at the Dodge County Administration Building, Rooms H&I.

**Adjournment:** Motion by Ed Benter to adjourn meeting, second by Del Yaroach. Motion carried. Meeting adjourned at 8:28 a.m.

**Disclaimer:** The above minutes may be approved, amended or corrected at the next committee meeting.

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Ed Benter, Secretary

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Gina M. Steinke, Recording Secretary

**Abolish Eight Positions of *Correctional Officer*, One Position of  
*Jail Programs Specialist*, Two Positions of Transport Officer (Sworn Officer),  
and One Position of *Communications Technician***

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

**WHEREAS**, the Dodge County Judicial and Public Protection Committee has studied and analyzed staffing needs and the organizational chart for the Dodge County Sheriff's Office; and,

**WHEREAS**, the Dodge County Judicial and Public Protection Committee has identified several positions included in the organizational chart that are unfunded and no longer needed; and,

**WHEREAS**, as a result of these studies and analyses, the Judicial and Public Protection Committee recommends that the Dodge County Board of Supervisors abolish the following positions in the Sheriff's Office, effective January 1, 2021:

1. Eight vacant, unfunded, full-time, positions of *Correctional Officer*;
2. One vacant, unfunded, full-time, position of *Jail Programs Specialist*;
3. Two vacant, unfunded, full-time, positions of *Transport Officer (Sworn Officer)*; and,
4. One anticipated vacant, unfunded, full-time, position of *Communications Technician*; and,

**WHEREAS**, a job description for the positions of *Correctional Officer* has been marked for identification as Exhibit "A", and has been attached hereto; and,

**WHEREAS**, a job description for the position of *Jail Programs Specialist* has been marked for identification as Exhibit "B" and has been attached hereto; and,

**WHEREAS**, a job description for the positions of *Transport Officer (Sworn Officer)* has been marked for identification as Exhibit "C" and has been attached hereto; and,

**WHEREAS**, a job description for the positions of *Communications Technician* has been marked for identification as Exhibit "D" and has been attached hereto; and,


**NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby abolishes the following positions in the Sheriff's Office, effective January 1, 2021:

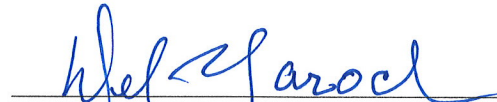
1. Eight vacant, unfunded, full-time, positions of *Correctional Officer*;
2. One vacant, unfunded, full-time, position of *Jail Programs Specialist*;
3. Two vacant, unfunded, full-time, positions of *Transport Officer (Sworn Officer)*; and,
4. One anticipated vacant, unfunded, full-time, position of *Communications Technician*.

**BE, IT FINALLY RESOLVED**, that the abolished positions referenced herein shall be removed from the Dodge County Sheriff's Office organizational chart.

All of which is respectfully submitted this 10<sup>th</sup> day of November, 2020.


**Dodge County Judicial and Public Protection Committee:**

  
\_\_\_\_\_  
Thomas Nickel

  
\_\_\_\_\_  
Del Yarocho

\_\_\_\_\_  
David Guckenberger

\_\_\_\_\_  
Larry Schraufnagel

  
\_\_\_\_\_  
Ed Benter

**FISCAL NOTE:** *The elimination of unfunded positions will not have any fiscal effect.*

**Finance Committee review date:** *October 29, 2020.* **Chair initials:** 

**Vote Required:** Majority of Members present.

**Resolution Summary:** A Resolution to abolish eight positions of *Correctional Officer*, one position of *Jail Programs Specialist*, two positions of *Transport Officer (Sworn Officer)*, and one position of *Communications Technician*, effective January 1, 2021.

# DODGE COUNTY JOB DESCRIPTION

**Wage Range: \$21.37 - \$27.79**

<b>JOB TITLE:</b>	Correctional Officer	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Sheriff	<b>REPORTS TO:</b>	Corporal or Jail Supervisor
<b>LOCATION:</b>	Law Enforcement Center	<b>DATE:</b>	October 7, 1999
<b>LABOR GRADE:</b>	Dodge County Five (5)	<b>REVISED:</b>	8/2/00; 1/1/13; 05/20/16; 08/06/16, 08/12/16, 02/20/2020

## OVERALL PURPOSE/SUMMARY

Under the general direction of Platoon Corporal or Jail Supervisor, responsible for daily supervision of inmates in adherence to all applicable laws, policies, and regulations.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Receives/books inmates and assigns and escorts them to cells or similar areas.
2. Detects potentially dangerous behavior and averts injury or death of inmates.
3. Maintains discipline and enforces rules and regulations pertaining to facility.
4. Ensures proper placement of individual in facility.
5. Establishes/maintains continuing relationship with inmates and makes reports to supervisor regarding attitude and behavior of inmates.
6. Issues uniforms, bedding, and other supplies.
7. Inspects/searches inmates and inmate's quarters for contraband and any unauthorized/dangerous materials.
8. Ensures inmates do not escape facility.
9. Ensures information is current and available for all other records necessary for facility operation.
10. Records prisoner movements when accepted and released by facility.
11. Detects illegal activities or violations of jail regulations. (May also aid investigation completion).
12. Briefs next shift on important/relevant information.
13. Takes precautionary steps to prevent transmission of communicable diseases.
14. Performs duties to assist operation of food service program as needed.
15. Ensures inmates receive appropriate medication and administrate same.
16. Escorts inmates to court, transcribe dispositions, and act upon same in timely manner.
17. Conducts inmate classifications/reclassifications via direct interview.
18. Correlates and validates statistical data.
19. May employ force to quell disturbances and maintain discipline.
20. May be called as Court Witness and give testimony in court relative to illegal inmate activity within facilities.
21. Regular attendance and punctuality required.
22. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of applicable state statutes, county ordinances, and departmental policies, rules, and procedures.

Ability to communicate effectively.

Ability to function effectively and prioritize functions under stressful conditions.

Ability to meet minimal certification requirements set by the Wisconsin Law Enforcement Standards Board.

Ability to meet all requirements of the Sheriff's Office including passing written and physical exams and meeting other additional requirements as deemed necessary.

Ability to meet the requirements of Dodge County Driver Qualification Policy, which includes an unrestricted Wisconsin motor vehicle operator's license.

Ability to work a variety of shifts, as required.

### EDUCATION AND EXPERIENCE

High school diploma or GED equivalent.

### OTHER REQUIREMENTS:

Must be a U. S. citizen and a Wisconsin resident. Must be 18 years of age. Must not have been convicted of a criminal offense equivalent to a felony under Wisconsin law.

## WORKING CONDITIONS

Nearly constant work under distractions. Nearly constant time pressure. Nearly constant work in adverse interpersonal situations.

Other unpleasant, disagreeable, or hazardous conditions may include: handling inmates personal items, laundry linens, sick/contagious inmates, etc.

## PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

## FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

**Wage Range: \$21.37 - \$27.79**

<b>JOB TITLE:</b> Jail Programs Specialist <b>DEPARTMENT:</b> Sheriff <b>LOCATION:</b> Justice Facility <b>LABOR GRADE:</b> Dodge County Five (5)	<b>FLSA STATUS:</b> Non-exempt <b>REPORTS TO:</b> Jail Supervisor <b>DATE:</b> June 22, 1999 <b>REVISED:</b> 4/20/12, 1/1/13
<b>OVERALL PURPOSE/SUMMARY</b> Under the general direction of the Jail Supervisor, responsible for daily and long term program needs. Ensures program operations are accomplished according to all applicable laws, codes, policies and regulations.	
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b> <ol style="list-style-type: none"> <li>1. Responsible for performance and security of all inmates and staff involved in jail programs.</li> <li>2. Determines acceptability for participation in inmate labor programs.</li> <li>3. Takes all necessary measures to ensure safety, security and physical and mental wellbeing of inmates, visiting professionals and members of public.</li> <li>4. Maintains proper level of discipline and professional conduct to set personal example.</li> <li>5. Performs daily on the job training of inmate workers and those who work with them.</li> <li>6. Ensures reports, records and administrative functions are completed in proper and timely manner.</li> <li>7. Responsible for maintaining cleanliness in assigned work area.</li> <li>8. Participates in evacuations and other contingencies that may occur on the shift.</li> <li>9. Evaluates inmates programs.</li> <li>10. Manages complaints, grievances and infractions that occur in assigned areas of responsibility.</li> <li>11. Advises shift supervisor of personnel or other problems connected with shift.</li> <li>12. Motivates program participants.</li> <li>13. Assists in developing and implementing inmate programs.</li> <li>14. Researches laws, policies, rules and regulations to ensure correctness of new and existing inmate programs when necessary.</li> <li>15. Ensures fairness and standardization is maintained where applicable.</li> <li>16. Inspects inmate work.</li> <li>17. Responsible for inmate labor and alternative to incarceration programs.</li> <li>18. Regular attendance and punctuality required.</li> <li>19. Performs related duties as may be required or assigned.</li> </ol>	
<b>JOB SPECIFICATION</b> <b>KNOWLEDGE, SKILLS, AND ABILITIES</b> Working knowledge of state statutes; county ordinances; department policies, rules and procedures; classification objectives; program objectives. Working knowledge of computer, utilizing word processing and spreadsheet applications. Ability to meet minimal certification requirements set by the Wisconsin Law Enforcement Standards Board. Ability to establish and maintain effective working relationships with staff and general public. Ability to communicate effectively, utilizing good interpersonal skills. Ability to effectively conduct interviews. Must meet requirements of Dodge County Driver Qualification Policy, which includes an unrestricted Wisconsin motor vehicle operator's license.	
<b>EDUCATION AND EXPERIENCE</b> High school diploma or GED equivalent.	
<b>OTHER REQUIREMENTS:</b> Must be a U. S. citizen and a Wisconsin resident at the time of application. Must be 21 years of age. Must not have been convicted of a criminal offense equivalent to a felony under Wisconsin law.	
<b>WORKING CONDITIONS</b> Nearly constant work under distractions. Nearly constant work in adverse interpersonal situations. Occasional time pressure. Minimal hazardous conditions (fights, possible contact with bodily fluids, etc.).	
<b>PHYSICAL DEMANDS</b> The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.	
<b>ACKNOWLEDGEMENTS</b>  <b>EMPLOYEE SIGNATURE:</b> <b>DATE:</b> <b>SUPERVISOR SIGNATURE:</b> <b>DATE:</b>	<b>FOR HUMAN RESOURCE USE</b>  <b>ANALYST(S):</b> <b>DATE:</b>

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$30.59 - \$33.84

<b>JOB TITLE:</b>	Transport Officer	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Sheriffs	<b>REPORTS TO:</b>	Chief Deputy
<b>LOCATION:</b>	Law Enforcement Center	<b>DATE:</b>	August 12, 1998
<b>LABOR GRADE:</b>	Sworn Union – Four (4)	<b>REVISED:</b>	
<b>OVERALL PURPOSE/SUMMARY</b>			
Under the general direction of Chief Deputy, responsible to transport all appropriate prisoners and other individuals within and outside of Dodge County as assigned.			
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>			
<ol style="list-style-type: none"> <li>1. Transports within and/or outside of Dodge County, all male or female prisoners as required.</li> <li>2. Transports all individuals for mental commitments and alcohol commitments.</li> <li>3. Transports juveniles and other inmates to assigned jail or detention locations.</li> <li>4. Process warrant pickups as assigned.</li> <li>5. Serves civil process.</li> <li>6. Provides court security as necessary.</li> <li>7. Provides jury transport, shuttling of squad cars in need of service, and delivers papers/packages as assigned.</li> <li>8. Provides traffic control or crime scene security.</li> <li>9. Posts notices for sheriff sales and assists with sale.</li> <li>10. Works individually or as team to transport prisoners, etc.</li> <li>11. Preserves chain of evidence by ensuring transportation of blood/evidence to Madison.</li> <li>12. Regular attendance and punctuality required.</li> <li>13. Performs related duties as may be required or assigned.</li> </ol>			
<b>JOB SPECIFICATION</b>			
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>			
<p>Considerable knowledge of state and county laws and regulations.</p> <p>Knowledge of courtroom procedure and statutory provisions relating to provisions of civil process service.</p> <p>Working knowledge of methods and practices employed in service of civil process.</p> <p>Ability to explain and enforce state and county laws clearly and courteously.</p> <p>Ability to operate police radio.</p> <p>Must meet requirements of Dodge County Driver Qualification Policy.</p>			
<b>EDUCATION AND EXPERIENCE</b>			
<p>Sworn Dodge County Deputy. Certified or certifiable according to requirements of Law Enforcement Standards Board.</p> <p>Requirements of the current labor agreement apply where pertinent.</p>			
<b>WORKING CONDITIONS</b>			
Must drive van or automobile in all weather conditions. Occasional work in adverse interpersonal situations.			
<b>PHYSICAL DEMANDS</b>			
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.			
<b>ACKNOWLEDGEMENTS</b>		<b>FOR HUMAN RESOURCE USE</b>	
<b>EMPLOYEE SIGNATURE:</b>		<b>ANALYST(S):</b>	
<b>DATE:</b>		<b>DATE:</b>	
<b>SUPERVISOR SIGNATURE:</b>			
<b>DATE:</b>			

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

**Wage Range: \$23.58 - \$30.66**

<b>JOB TITLE:</b>	Communications Technician	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Sheriffs	<b>REPORTS TO:</b>	Lt - Communications
<b>LOCATION:</b>	Law Enforcement Center	<b>DATE:</b>	May 17, 1996
<b>LABOR GRADE:</b>	Dodge County Six (6)	<b>REVISED:</b>	Reviewed 1/17/19

## OVERALL PURPOSE/SUMMARY

Under the general direction of Lt - Communications, responsible for installation, maintenance and repair of various type of electronic, communication and video equipment used within Sheriffs Department. Also maintains equipment for Highway, Airport, Health facilities, and other County Government agencies.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Installs, maintains, and repairs various types of communication equipment including telephone system interfaces, county microwave network, 911 answering equipment, navigation beacons (airport), logging recorder interfaces, two-way radio systems, light bars, emergency lighting, spot lights etc. Digital Video systems.
2. Maintains and services intercom systems and emergency power units.
3. Tests regularly and maintains schedule of preventative maintenance.
4. Requisitions and maintains stock of necessary spare parts.
5. Maintains technical records required by F.C.C. and F.A.A.
6. Manages counties FCC licenses, assist public safety agencies in Dodge County with FCC licenses and issues.
7. Keeps records and makes reports to department heads, informing them of condition of equipment.
8. Maintains accurate inventory records.
9. Regular attendance and punctuality required.
10. Performs related duties as may be required or assigned
11. Programs portable and mobile equipment as required to meet inter-operability requirements.
12. Coordinates and programs Communications Consoles, mobile and portable radios used by all public safety agencies in the county to function with MDC and NAC codes ID's and emergency alarms.
13. Assists with dispatcher and user training.
14. Overseas and assists contractors working on county grounds and tower sites, airport etc.
15. Manages Diggers Hotline locates on county properties.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of installation, maintenance, and repair of radio equipment.  
 Considerable knowledge of regulations of Federal Communications Commission pertaining to installation and operation of radio equipment.  
 Working knowledge of police radio telephone broadcasting and receiving methods and techniques.  
 Ability to locate and correct defects in transmitting and receiving equipment.  
 Must meet requirements of Civil Service Commission.  
 Must meet requirements of Dodge County Driver Qualification Policy.  
 Must have reliable transportation.  
 Must complete ICS training, CPR training etc

### EDUCATION AND EXPERIENCE

Two year associate degree in communications or electronics, including/supplemented by radio construction, repair, and operation courses, and four (4) years experience in electronic communications. F.C.C. general class commercial license, F.A.A. certification for navigational systems, technical class (or higher) amateur license APCO, NABER, etc. certification also desirable. Requirements of the current labor agreement apply where pertinent.

### WORKING CONDITIONS

May require work at odd or extended hours for completion of emergency projects. May work in the following locations: communication center, radio shop, vehicles (inside and outside), and tower sites.

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

**EMPLOYEE SIGNATURE:**

**DATE:**

**SUPERVISOR SIGNATURE:**

**DATE:**

### FOR HUMAN RESOURCE USE

**ANALYST(S):**

**DATE:**

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